



CITY OF LONG BEACH CLASSIFICATION SPECIFICATION

TITLE: COMMUNITY DEVELOPMENT CLERICAL ASSISTANT I –III

DEFINITION: Under supervision, provides increasingly difficult and responsible clerical and administrative support for the delivery of grant-funded programs, activities, and services to further housing, economic development, redevelopment, workforce development, and/or neighborhood improvement.

DISTINGUISHING CHARACTERISTICS:

- Grade Level I - Performs routine clerical duties under close supervision;
- Grade Level II - Performs more complex clerical and administrative duties under minimal supervision, or supervises the work of at least two other full-time equivalent positions;
- Grade Level III - Performs the most complex duties of the classification and supervises a minimum of two other full-time equivalent positions, or performs duties independently and responds to non-standard situations, which have a high consequence of error.

EXAMPLES OF DUTIES:

- Creates and types forms, memos, graphs and correspondence;
- Sorts, files, routes, mails and processes a wide variety of documents;
- Operates office machines, copiers, faxes, calculators and computers;
- Answers telephones, takes messages and gives information over the phone;
- May be called upon to operate a multiple telephone switchboard;
- May maintain logs, records and data bases;
- May order commodities, services and supplies and verify delivery of goods and services;
- May receive payments, issue receipts and keep routine mathematical records;
- May interface with other Community Development Bureaus, other Departments, the public, vendors, and outside agencies in person or by telephone;
- May compose correspondence, write desk manuals, compile information and prepare reports;
- May assist with interviewing, hiring, evaluating, training, supervising or disciplining subordinates;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Graduation from High School or equivalent;

The ability to type or word-process neatly and accurately at a net speed of 40 words per minute;

The ability to file in alphabetical and numerical order;

The ability to make simple mathematical computations and corrections of errors in grammar, spelling and punctuation;

The ability to work cooperatively with other employees and the public;

Possession of a valid motor vehicle operator's license may be required for some positions;

Bi-lingual skills desirable for some positions.

HISTORY:

Classification Created: 09/11/02

Approved/Adopted: 09/11/02